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FILE *Personnel 3*

13 NOV 1965

MEMORANDUM FOR: Chairman, Honor and Merit Awards Board

SUBJECT : Matthew Baird

1. It is expected that Mr. Baird will be reassigned about the first of next year. The Deputy Director for Support desires that the Honor Award Presentation to Mr. Baird be arranged near the close of his present assignment in the Office of Training or just prior to leave which he may take during December. Until that time, it is desired that the granting of this Honor Award be held as closely as possible.

2. It will be appreciated if you will make the necessary preparations (but not advise Mr. Baird) for a presentation possibly on relatively short notice. I will advise you by mid-November regarding the date of presentation.

3. Mr. is aware of this request.

Executive Officer to the
Deputy Director for Support

EO-DD/S:VRT:nfa (3 Nov 65)

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